

**DEPARTMENT OF INSURANCE**

Corporate Affairs Bureau  
45 Fremont Street  
San Francisco, CA 94105  
www.insurance.ca.gov

**NOTICE OF CHANGE IN YEAR END REVIEW PROCEDURES**

**To: ALL ADMITTED INSURERS AND OTHER INTERESTED PERSONS**

**Date: July 1, 2004**

**SUBJECT: CORPORATE APPLICATIONS AND SIMILAR FILINGS  
REQUESTING DEPARTMENT APPROVAL BY YEAR-END 2004**

Applicants seeking expedited review of corporate applications for completion by year end 2004 must file the applications no later than **September 1, 2004**. Only perfected applications will be considered eligible for expedited review. A perfected application is one that is timely filed and includes:

1. An application form, if a form is required for the filing;
2. Payment of the required fee;
3. All supporting documents in final form;
4. A cover letter which makes the year-end request, explains the transaction, and explains whether completion by year end is necessary to remedy a financial urgency, address a California market need, or coordinate approval with other state regulators; and
5. Submittal, in duplicate, to the Corporate Affairs Bureau at the above address.

Material deficiencies identified during the review of an application must be cured no later than November 1, 2004, or, for a holding company application, by December 1, 2004, to remain eligible for year-end approval. The presence of significant legal or financial issues in an application may preclude year-end approval.

The Department will strive to complete review of perfected applications by year-end. The volume of applications on hand and submitted may require that applications be prioritized (pursuant to No. 4 above) which may preclude completion by year-end of some perfected applications. In most cases, applications for certificate of authority or organizational permit will not be eligible for expedited review.

Questions regarding this Notice should be directed to the Corporate Affairs Bureau at (415) 538-4130 or (415) 538-4442.

Gary Cohen  
Deputy Commissioner and General Counsel  
Legal Division